

CITY OF LOMA LINDA SENIOR CENTER BOARD MINUTES OF NOVEMBER 18, 2003

A Regular meeting of the Senior Center Board was called to order at 3:10 p.m. on Tuesday, November 18, 2003, at the Senior Center, 25571 Barton Road, Loma Linda.

Members Present: Ms. Mary Cooke, Chair; Dr. Reinhold Trupp; Col. Forrest Cathey, Retired; Mr. Elmer Digneo; Mr. Willard Stewart; Dr. Roy Jutzy; Dr. Peter Strutz; and Dr. David Bieber.

Members Absent: Mr. Royston King; Mr. Jin Long Koh; Mrs. Valerie Husbands; Mr. Ric Revel; and Mr. Jeff Samuels.

Staff: T. Jarb Thaipejr, Public Works Director/City Engineer
Deborah Woldruff, Community Development Department Director
Jocelyne Larabie, Administrative Secretary

No public participation comments were presented.

APPROVAL OF MINUTES – Minutes of the Regular Meeting of October 21, 2003.

Board Member Willard Stewart commented that he was not certain that an endowment of the type described by Ms. Kit MacNee of the Community Foundation of Riverside and San Bernardino Counties would be the right thing for the Senior Center at this time. A brief discussion ensued.

Motion by Digneo, seconded by Trupp, and unanimously carried to accept the Minutes of the Regular Meeting of October 21, 2003 as presented by staff.

DISCUSSION ITEMS

Report by Public Works Director – Jarb Thaipejr

Director Woldruff stated that Public Works Director Jarb Thaipejr was detained at another meeting.

Chair Cooke replied that the Board would address other issues until his arrival.

Other issues were:

- Brian Bolger, of the Public Works Department obtained an approximate cost for the construction of a platform for the large screen television. It would cost between \$75 and \$150 for labor and material. Ms. Cooke added that a Loma Linda staff member had had a custom made platform with casters built for his personal large screen television and speakers and was ready to sell them for \$200. She informed the Board that she would go look at the platform on Wednesday, November 19, 2003 evening and see what cost she could negotiate for it.

- The chair rail on the west wall would be installed in the next two weeks, and that the plaque displaying the name of the 2003 donors had been placed on the wall in the lobby.

Senior Center Draft Operations & Use Policy and Computer Use Policies - Community Development Department

Board Member Bieber made a motion, seconded by Board Member Cathey to accept the Operations and Use Policy as an interim policy as presented by staff.

Board Member Digneo requested discussion on the Draft Operations and Use Policy; the following articles were debated and changes were brought to the document.

Item 3 of the Facility Use Policies would read: The Senior Center shall not be used for private parties.

Item 5 of the Rules and Regulations would read: All activities must cease by 12:00 midnight (unless otherwise approved by the Programs Subcommittee) including set-up, breakdown, and clean up.

Item 1 of Programs and Activities would read: The Programs Subcommittee of the Senior Center Board shall approve programs and program providers on a quarterly and as needed basis. Decisions of the Programs Subcommittee shall be forwarded to the Board for their information.

Item 7 of Program Application Procedure would read: Recurring Program Applications approved for the Senior Center shall be renewed on an annual basis, or more often as necessary.

Item 8 of the Program Application Procedure would read: The Community Development Department reserves the right to cancel or refuse a Program Application if such action is deemed necessary due to violation of policy by program providers during a previous use of the facility. Whenever possible, a twenty-four (24) hour notice will be given to the program providers. Factors influencing such action may include, but will not be limited to:

Motion by Bieber, seconded by Cathey, and unanimously carried to accept the policy as an interim policy as amended.

Director Deborah Woldruff thanked the Board for their input and stated that the changes would be made as soon as possible.

Computer Use Policy

Mr. Digneo asked why staff had included a stipulation to prohibit the use of disks and CDs from their personal computers; Ms. Woldruff replied it was because of the danger of transmitting a virus to the Senior Center computer network that could disable the whole system. She added that she would consult with Information Services to see if the disks could be scanned for viruses before being used on the Senior Center computers.

A minor change was brought to the Days and Hours of Availability section of the policy to make it less confusing and more logical.

The language of the section on Days and Hours of Availability would read as follows: Days and hours when the Senior Center is open.

Motion by Digneo, seconded by Jutzy and unanimously carried to approve the Computer and Internet use Policy as amended.

Public Works Director Jarb Thaipejr arrived and gave his report. He informed the Board that the chair rail would be installed on the west wall in the next two weeks. Chair Cooke informed Mr. Thaipejr of her earlier report.

Goals and Direction for the Senior Center – Six-month Plan

Chair Cooke asked the Board Members what they saw as priorities for the next six months especially since the Center had been able to acquire two of the largest items on its wish list. Board Member Trupp voiced his feelings that a meal and nutrition program should be of a high priority so local residents could come to their Senior Center to eat.

Mrs. Gail Clary, resident of the City of Loma Linda, submitted a list of activities and programs (copy attached) that she regards as being essential to help the Center grow and attract more participants. Chair Cooke thanked Mrs. Clary for her suggestions and told her that her list would be placed on the agenda for the next regular meeting and would be provided to the Program Subcommittee to review.

Ms. Cooke continued to report that Joanne Heilman of the City's Administration Department was working with Loma Linda University School of Public Health for a program to discuss obesity, and with the School of Nutrition for a presentation by students as a community project and hoped the students could do a fall and a spring presentation on a regular basis.

Board Member Strutz suggested that activities and programs be divided into categories to ensure that the schedule was balanced. The categories that Dr. Strutz suggested were: education, entertainment, physical activity, personal care, seasonal celebrations, public policy, and financial and legal.

Dr. Trupp stated that he had found a location for the placement of a horseshoe pit. He explained that it could be constructed on the south side of the center, between the building and the fence/hedges of the adjoining property. If it is constructed so that the horseshoes can only be tossed in one direction, to the east, the danger to parked cars in the center's parking lot would be addressed. He continued to say that padding of some sort could also be placed on the fence as a safety measure. He also suggested badminton and ping pong were two other activities to consider.

Chair Cooke informed the Board that as part of Ms. Heilman's grant to provide seniors with healthy living and nutrition information and ways to achieve it, planting boxes for raised gardens are in the planning stage and would be located in sunny spots on the east patios. Further information will be provided as the plans progress.

Chair Cooke briefly discussed the History Fair scheduled for December 7, 2003 from 4 to 6 pm in the Senior Center. She added that the Historical Commission of the City of Loma Linda is coordinating the event and the Commission's goal was to obtain oral histories from senior

residents and to encourage them to share their experiences and reminiscences with the rest of the Loma Linda community and to bring letters, pictures, artifacts, etc.

Sub-committee Reports

Chair Cooke reported that Board Member Valerie Husbands was absent because of illness. Therefore, there was no Volunteer Committee report. She did inform the Board that a Volunteer Handbook had been formulated and would be presented to the volunteers at their meeting scheduled for Thursday, November 20, 2003.

Dr. Roy Jutzy reported that the monthly meeting of the Regional Council on Aging had been held in Redlands where he gave a report on the activities of the Loma Linda Senior Center. He added that he learned that the American Association of Retired Persons would now be known only as the "AARP" and would no longer make reference to retirees in their name because a large number of their members were not retired. He circulated calendars of activities obtained at the meeting from area senior centers. He stated that the representatives of other senior centers were very impressed and interested in the memory loss sessions.

Discussion of Miscellaneous issues relating to the Senior Center

Board Member Strutz asked if a "Volunteer Coordinator" staff position would be created within the "six-month plan" to ensure that the goals and plans of the center are achieved. Director Woldruff replied that there were no plans in the near future since the state of the California budget is not looking good.

Chair Cooke informed the Board that she had researched the cost of both the piano cover and the dolly and found that the maker would only deal with a "piano technician". She continued to say that she would work with the technician who had tuned the piano to see if he could help in the matter and report to the Board when she had more information. It was the consensus of the Board that the purchase of the dolly was more important than the piano cover at this time.

Adjournment

Motion by Digneo, seconded by Cathey, and unanimously carried, to adjourn the meeting at 3:40 pm.

Chair Cooke informed the Board that the December Board meeting would be cancelled and wished them a happy holiday season.

Minutes were approved at the January 20, 2004 meeting.

Administrative Secretary